

January 2010		
Friday	January	1 HOLIDAY - NEW YEAR'S DAY
Saturday	January	2
Sunday	January	3
Monday	January	4 Information to University Payroll Office for January Mid-Month Payrolls Run Cycle 'A' Transmittal - (KEYING DATES - Jan 4 - Jan 20) - Reports available in Systemware
Tuesday	January	5 Documents to be submitted with January Monthly Payrolls should reach State Personnel for approval by 9:30 AM
Wednesday	January	6 Run the Bank Reconciliation Report Mid-Month Control Report available in Systemware
Thursday	January	7 Mid-Month Control Report available in Systemware Check Replacement Due Date
Friday	January	8 Last day to key for Bank Prenotification Report & File Mid-Month Control Report available in Systemware Last Day to key Mid-Month - (KEYING DATES - Dec 21 - 8)
Saturday	January	9
Sunday	January	10
Monday	January	11 Bank Prenotification Report available in Systemware Run Mid-Month Payrolls - Reports and Mid-Month Transmittals available in Systemware CMCS requisitions created during nightly production run
Tuesday	January	12 System Down @ 1 PM - Run Mid-Month Stop Orders - (KEYING DATES - Jan 11 - 12 @ 1 PM) - Reports available in Systemware CMCS requisitions created during nightly production run
Wednesday	January	13 Information to University Payroll Office for January Monthly Payrolls
Thursday	January	14
Friday	January	15 Monthly Control Reports available in Systemware Mid-Month Pay Day
Saturday	January	16
Sunday	January	17
Monday	January	18 HOLIDAY - MARTIN LUTHER KING JR'S BIRTHDAY
Tuesday	January	19 Last Day to key 2nd C&R's - (KEYING DATES - Jan 12 - 19) Monthly Control Reports available in Systemware
Wednesday	January	20 Run 2nd C&R's - Reports available in Systemware CMCS requisitions created during nightly production run Monthly Control Reports available in Systemware Last Day to key Monthly - (KEYING DATES - Jan 4 - 20)
Thursday	January	21 Run Monthly Payrolls - Reports and Monthly Transmittals Other than Cycle 'A' available in Systemware CMCS requisitions created during nightly production run
Friday	January	22
Saturday	January	23
Sunday	January	24
Monday	January	25 System Down @ 1 PM - Run Monthly Stop Orders - (KEYING DATES - Jan 21 - 25 @ 1 PM) - Reports available in Systemware Run Month-End Close Out - Reports available in Systemware CMCS requisitions created during nightly production run Documents to be submitted with February Mid-Month payrolls should reach State Personnel for approval by 9:30 AM 2nd C&R's Pay Day
Tuesday	January	26 Start keying for February payrolls
Wednesday	January	27 Run Cycle 'A' Transmittal - (KEYING DATES - Jan 27 - Feb 17) - Reports available in Systemware
Thursday	January	28 Last day to key for Bank Prenotification Report & File
Friday	January	29 Bank Prenotification Report available in Systemware Monthly Pay Day
Saturday	January	30
Sunday	January	31

February 2010			
Monday	February	1	Last Day to key 1st C&R's - (KEYING DATES - Jan 26 - Feb 1)
Tuesday	February	2	Run 1st C&R's - Reports available in Systemware CMCS requisitions created during nightly production run Information to University Payroll Office for February Mid-Month Payrolls
Wednesday	February	3	Documents to be submitted with February Monthly payrolls should reach State Personnel for approval by 9:30 AM Run the Bank Reconciliation Report
Thursday	February	4	Mid-Month Control Report available in Systemware
Friday	February	5	Check Replacement Due Date Mid-Month Control Report available in Systemware 1st C&R's Pay Day
Saturday	February	6	
Sunday	February	7	
Monday	February	8	Mid-Month Control Report available in Systemware Last day to key for Bank Prenotification Report and File Last Day to key Mid-Month - (KEYING DATES - Jan 26 - Feb 8)
Tuesday	February	9	Bank Prenotification Report available in Systemware Run Mid-Month Payrolls - Reports and Mid-Month Transmittals available in Systemware CMCS requisitions created during nightly production run
Wednesday	February	10	System Down @ 1PM - Run Mid-Month Stop Orders - (KEYING DATES - Feb 9 - 10 @ 1 PM) - Reports available in Systemware CMCS requisitions created during nightly production run
Thursday	February	11	Information to University Payroll Office for February Monthly Payrolls
Friday	February	12	
Saturday	February	13	
Sunday	February	14	
Monday	February	15	Monthly Control Reports available in Systemware Mid-Month Pay Day
Tuesday	February	16	Last Day to key 2nd C&R's - (KEYING DATES - Feb 10 - 16) Monthly Control Reports available in Systemware
Wednesday	February	17	Run 2nd C&R's - Reports available in Systemware CMCS requisitions created during nightly production run Last Day to key Monthly - (KEYING DATES - Jan 27 - Feb 17) Monthly Control Reports available in Systemware
Thursday	February	18	Run Monthly Payrolls - Reports and Monthly Transmittals Other than Cycle 'A' available in Systemware CMCS requisitions created during nightly production run
Friday	February	19	
Saturday	February	20	
Sunday	February	21	
Monday	February	22	Documents to be submitted with March Mid-Month payrolls should reach State Personnel for approval by 9:30 AM System Down @ 1 PM - Run Monthly Stop Orders - (KEYING DATES - Feb 18 - 22 @ 1 PM) - Reports available in Systemware Run Month-End Close Out - Reports available in Systemware CMCS requisitions created during nightly production run 2nd C&R's Pay Day
Tuesday	February	23	Start keying for March payrolls
Wednesday	February	24	Run Cycle 'A' Transmittal - (KEYING DATES - Feb 24 - Mar 22) - Reports available in Systemware
Thursday	February	25	Last day to key for Bank Prenotification Report & File
Friday	February	26	Bank Prenotification Report available in Systemware Monthly Pay Day
Saturday	February	27	
Sunday	February	28	

March 2010			
Monday	March	1	Last Day to key 1st C&R's - (KEYING DATES - Feb 23 - Mar 1)
Tuesday	March	2	Run 1st C&R's - Reports available in Systemware Information to University Payroll Office for March Mid-Month Payrolls CMCS requisitions created during nightly production run
Wednesday	March	3	Run the Bank Reconciliation Report
Thursday	March	4	Mid-Month Control Report available in Systemware
Friday	March	5	Mid-Month Control Report available in Systemware Check Replacement Due Date 1st C&R's Pay Day
Saturday	March	6	
Sunday	March	7	
Monday	March	8	Documents to be submitted with March Monthly Payrolls should reach State Personnel for approval by 9:30 AM Mid-Month Control Report available in Systemware Last Day to key Mid-Month - (KEYING DATES - Feb 23 - Mar 8)
Tuesday	March	9	Run Mid-Month Payrolls - Reports and Mid-Month Transmittals available in Systemware CMCS requisitions created during nightly production run
Wednesday	March	10	System Down @ 1 PM - Run Mid-Month Stop Orders - (KEYING DATES - Mar 9 - 10 @ 1 PM) - Reports available in Systemware CMCS requisitions created during nightly production run
Thursday	March	11	Last day to key for Bank Prenotification Report & File
Friday	March	12	Bank Prenotification Report available in Systemware
Saturday	March	13	
Sunday	March	14	
Monday	March	15	Mid-Month Pay Day
Tuesday	March	16	Last Day to key 2nd C&R's - (KEYING DATES - Mar 10 - 16) Information to University Payroll Office for March Monthly Payrolls
Wednesday	March	17	Run 2nd C&R's - Reports available in Systemware CMCS requisitions created during nightly production run
Thursday	March	18	Monthly Control Reports available in Systemware
Friday	March	19	Monthly Control Reports available in Systemware
Saturday	March	20	
Sunday	March	21	
Monday	March	22	Last Day to key Monthly - (KEYING DATES - Feb 24 - Mar 22) Monthly Control Reports available in Systemware 2nd C&R's Pay Day
Tuesday	March	23	Run Monthly Payrolls - Reports and Monthly Transmittals Other than Cycle 'A' available in Systemware CMCS requisitions created during nightly production run
Wednesday	March	24	Documents to be submitted with April Mid-Month payrolls should reach State Personnel for approval by 9:30 AM System Down @ 1 PM - Run Monthly Stop Orders - (KEYING DATES - Mar 23 - 24 @ 1 PM) - Reports available in Systemware Run Month-End Close Out - Reports available in Systemware CMCS requisitions created during nightly production run
Thursday	March	25	
Friday	March	26	Start keying for April payrolls
Saturday	March	27	
Sunday	March	28	
Monday	March	29	Run Cycle 'A' Transmittal - (KEYING DATES - Mar 29 - Apr 21) - Reports available in Systemware Last day to key for Bank Prenotification Report & File
Tuesday	March	30	Bank Prenotification Report available in Systemware
Wednesday	March	31	Monthly Pay Day

April 2010			
Thursday	April	1	Last Day to key 1st C&R's - (KEYING DATES - Mar 26 - Apr 1) Information to University Payroll Office for April Mid-Month payrolls
Friday	April	2	HOLIDAY - GOOD FRIDAY
Saturday	April	3	
Sunday	April	4	
Monday	April	5	Run 1st C&R's - Reports available in Systemware CMCS requisitions created during nightly production run
Tuesday	April	6	Run the Bank Reconciliation Report Mid-Month Control Report available in Systemware
Wednesday	April	7	Documents to be submitted with April Monthly payrolls should reach State Personnel for approval by 9:30 AM Mid-Month Control Report available in Systemware Check Replacement Due Date
Thursday	April	8	Mid-Month Control Report available in Systemware Last Day to key Mid-Month - (KEYING DATES - Mar 26 - Apr 8) 1st C&R's Pay Day
Friday	April	9	Run Mid-Month Payrolls - Reports and Mid-Month Transmittals available in Systemware CMCS requisitions created during nightly production run
Saturday	April	10	
Sunday	April	11	
Monday	April	12	System Down @ 1 PM - Run Mid-Month Stop Orders - (KEYING DATES - Apr 9 - 12 @ 1 PM) - Reports available in Systemware Last day to key for Bank Prenotification Report & File CMCS requisitions created during nightly production run
Tuesday	April	13	Bank Prenotification Report available in Systemware
Wednesday	April	14	
Thursday	April	15	Information to University Payroll Office for April Monthly payrolls Mid-Month Pay Day
Friday	April	16	Last Day to key 2nd C&R's - (KEYING DATES - Apr 12 - 16)
Saturday	April	17	
Sunday	April	18	
Monday	April	19	Run 2nd C&R's - Reports available in Systemware Monthly Control Reports available in Systemware CMCS requisitions created during nightly production run
Tuesday	April	20	Monthly Control Reports available in Systemware
Wednesday	April	21	Last Day to key Monthly - (KEYING DATES - Mar 29 - Apr 21) Monthly Control Reports available in Systemware
Thursday	April	22	Run Monthly Payrolls - Reports and Monthly Transmittals Other than Cycle 'A' available in Systemware CMCS requisitions created during nightly production run 2nd C&R's Pay Day
Friday	April	23	Documents to be submitted with May Mid-Month payrolls should reach State Personnel for approval by 9:30 AM
Saturday	April	24	
Sunday	April	25	
Monday	April	26	System Down @ 1 PM - Run Monthly Stop Orders - (KEYING DATES - Apr 22 - 26 @ 1 PM) - Reports available in Systemware Run Month-End Close Out - Reports available in Systemware CMCS requisitions created during nightly production run
Tuesday	April	27	Start keying for May payrolls
Wednesday	April	28	Run Cycle 'A' Transmittal - (KEYING DATES - Apr 28 - May 19) - Reports available in Systemware Last day to key for Bank Prenotification Report & File
Thursday	April	29	Bank Prenotification Report available in Systemware
Friday	April	30	Monthly Pay Day

May 2010			
Saturday	May	1	
Sunday	May	2	
Monday	May	3	Information to University Payroll Office for May Mid-Month payrolls Last Day to key 1st C&R's - (KEYING DATES - Apr 27 - May 3)
Tuesday	May	4	Run 1st C&R's - Reports available in Systemware CMCS requisitions created during nightly production run
Wednesday	May	5	Mid-Month Control Report available in Systemware Run the Bank Reconciliation Report Documents to be submitted with May Monthly payrolls should reach State Personnel for approval by 9:30 AM
Thursday	May	6	Mid-Month Control Report available in Systemware Check Replacement Due Date
Friday	May	7	Mid-Month Control Report available in Systemware Last Day to key Mid-Month - (KEYING DATES - Apr 27 - May 7) 1st C&R's Pay Day
Saturday	May	8	
Sunday	May	9	
Monday	May	10	Last day to key for Bank Prenotification Report & File Run Mid-Month Payrolls - Reports and Mid-Month Transmittals available in Systemware CMCS requisitions created during nightly production run
Tuesday	May	11	Bank Prenotification Report available in Systemware System Down @ 1 PM - Run Mid-Month Stop Orders - (KEYING DATES - May 10 - 11 @ 1 PM) - Reports available in Systemware CMCS requisitions created during nightly production run
Wednesday	May	12	
Thursday	May	13	Information to University Payroll Office for May Monthly payrolls
Friday	May	14	Mid-Month Pay Day
Saturday	May	15	
Sunday	May	16	
Monday	May	17	Monthly Control Reports available in Systemware Last Day to key 2nd C&R's - (KEYING DATES - May 11 - 17)
Tuesday	May	18	Monthly Control Reports available in Systemware Run 2nd C&R's - Reports available in Systemware CMCS requisitions created during nightly production run
Wednesday	May	19	Last Day to key Monthly - (KEYING DATES - Apr 28 - May 19) Monthly Control Reports available in Systemware
Thursday	May	20	Run Monthly Payrolls - Reports and Transmittals Other than Cycle 'A' available in Systemware CMCS requisitions created during nightly production run
Friday	May	21	2nd C&R's Pay Day
Saturday	May	22	
Sunday	May	23	
Monday	May	24	System Down @ 1 PM - Run Monthly Stop Orders - (KEYING DATES - May 20 - 24 @ 1 PM) - Reports available in Systemware Run Month-End Close Out - Reports available in Systemware CMCS requisitions created during nightly production run Documents to be submitted with June Mid-Month payrolls should reach State Personnel for approval by 9:30 AM
Tuesday	May	25	Start keying for June payrolls
Wednesday	May	26	Run Cycle 'A' Transmittal - (KEYING DATES - May 26 - Jun 21) - Reports available in Systemware
Thursday	May	27	Last day to key for Bank Prenotification Report & File
Friday	May	28	Bank Prenotification Report available in Systemware Monthly Pay Day
Saturday	May	29	
Sunday	May	30	
Monday	May	31	HOLIDAY - MEMORIAL DAY

June 2010			
Tuesday	June	1	Last Day to key 1st C&R's - (KEYING DATES - May 25 - Jun 1)
Wednesday	June	2	Run 1st C&R's - Reports available in Systemware CMCS requisitions created during nightly production run Information to University Payroll Office for June Mid-Month payrolls
Thursday	June	3	Run the Bank Reconciliation Report
Friday	June	4	Mid-Month Control Report available in Systemware
Saturday	June	5	
Sunday	June	6	
Monday	June	7	Documents to be submitted with June Monthly payrolls should reach State Personnel for approval by 9:30 AM Mid-Month Control Report available in Systemware Check Replacement Due Date 1st C&R's Pay Day
Tuesday	June	8	Mid-Month Control Report available in Systemware Last Day to key Mid-Month - (KEYING DATES - May 25 - Jun 8)
Wednesday	June	9	Run Mid-Month Payrolls - Reports and Mid-Month Transmittals available in Systemware CMCS requisitions created during nightly production run
Thursday	June	10	System Down @ 1 PM - Run Mid-Month Stop Orders - (KEYING DATES - May 9 - 10 @ 1 PM) - Reports available in Systemware CMCS requisitions created during nightly production run Last day to key for Bank Prenotification Report & File
Friday	June	11	Bank Prenotification Report available in Systemware
Saturday	June	12	
Sunday	June	13	
Monday	June	14	
Tuesday	June	15	Information to University Payroll Office for June Monthly payrolls Mid-Month Pay Day
Wednesday	June	16	Last Day to key 2nd C&R's - (KEYING DATES - Jun 10 - 16)
Thursday	June	17	Run 2nd C&R's - Reports available in Systemware Monthly Control Reports available in Systemware CMCS requisitions created during nightly production run
Friday	June	18	Monthly Control Reports available in Systemware
Saturday	June	19	
Sunday	June	20	
Monday	June	21	Monthly Control Reports available in Systemware Last Day to key Monthly - (KEYING DATES - May 26 - Jun 21)
Tuesday	June	22	Run Monthly Payrolls - Reports and Transmittals Other than Cycle 'A' available in Systemware CMCS requisitions created during nightly production run 2nd C&R's Pay Day
Wednesday	June	23	Documents to be submitted with July Mid-Month payrolls should reach State Personnel for approval by 9:30 AM
Thursday	June	24	System Down @ 1 PM - Run Monthly Stop Orders - (KEYING DATES - Jun 22 - 24 @ 1 PM) - Reports available in Systemware Run Month-End Close Out - Reports available in Systemware CMCS requisitions created during nightly production run
Friday	June	25	Start keying for July payrolls
Saturday	June	26	
Sunday	June	27	
Monday	June	28	Run Cycle 'A' Transmittal - (KEYING DATES - Jun 28 - Jul 21) - Reports available in Systemware Last day to key for Bank Prenotification Report & File
Tuesday	June	29	Bank Prenotification Report available in Systemware
Wednesday	June	30	Monthly Pay Day